

## Applicant Rules

Weber Basin Water Conservancy District is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age (40 or older), disability, genetic information, sexual orientation, gender identity, or any other class or expression protected by law. Weber Basin Water Conservancy District provides reasonable accommodation in its application process for qualified individuals with disabilities. For these reasons, the following Applicant procedure has been adopted.

- Applicants must complete and submit the official employment application form. Application forms can be completed online at [Weberbasin.com](http://Weberbasin.com) or picked up at Weber Basin Water Conservancy District (2837 E Hwy 193, Layton, UT 84040).
- All applicants must specify the job for which they are applying. All resumes and application forms that do not specify a position, indicate “any position”, or are submitted for a position that is not currently open will be retained in an inactive file for six months, and may not be considered for applicant tracking purposes.
- An application form must be completed and submitted for each position for which the applicant wishes to be considered.
- Incomplete application forms, including unsigned forms, may not be considered. Although an applicant may submit a resume along with their application form, the employment application form must be completed for consideration. Stating “See Resume” on the application is not acceptable.
- Application forms will be actively considered for ninety (90) days. After that time, an applicant will be required to re-apply if a position becomes available.
- Applications will be kept on file for two (2) years.
- After an application form has been reviewed for the specific position applied for, Weber Basin Water reserves the right to redirect the application for consideration for other appropriate open and/or posted positions for which the applicant may be suitably qualified.
- All offers of employment or internship are conditional offers contingent upon the prospective employee/intern successfully passing a DRUG & ALCOHOL TEST and a CRIMINAL BACKGROUND INVESTIGATION. Some positions may also require successfully passing a PHYSICAL EXAMINATION.
- Applications from relatives of a current District employee will not be considered for the job unless the applicant meets the exemption rules of the District *Nepotism Policy*. Contact human resources for more information about the District’s *Nepotism Policy*. “Relative” means a father, mother, husband, wife, son, daughter, sister, brother, grandparent, grandchild, uncle, aunt, nephew, niece, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or household member.
- All completed application forms will be directed to the Human Resources department to be logged and considered as an applicant.
- If you need assistance applying for a position, please contact Human Resources at 801-771-1677.